

California Housing Finance Agency

Job Opportunity

Staff Services Manager II will also consider Staff Services Manager I Vacancy #256

Salary Range	\$5576-6727
Final File Date	Open Until Filled
Division	Administration Division, Human Resources Management Section
Specific Location	14 th & L Streets, Downtown Sacramento
Tenure & Time base	Permanent & Full-time
Number of Positions	One
Questions?	Contact Tanishia Hodge at 916-322-1948, thodge@calhfa.ca.gov California Relay Telephone Service for the Deaf or Hearing Impaired: from TDD phones: 800-735 2929, from voice phones 800-735-2922.
Eligibility	<p>State Employees: Individuals who are currently in this classification, eligible for lateral transfer or promotion, or reachable on a certification list.</p> <p>Non-State Employees: To be considered for this vacancy, you must have established eligibility. Eligibility is established by competing successfully in an appropriate exam. Often, exams are not offered at the same time as job opportunities. Your first step in getting a job with the state will be to establish list eligibility by competing in an exam. We post our exams on our web site's exam page http://www.calhfa.ca.gov/about/employment/exams.htm and on the State Personnel Board's web site.</p> <p>To learn more about exams, how to get a job with the state, and the state's hiring process in general, visit the State Personnel Board's web site at http://www.spb.ca.gov/jobs/faq/non_state_employee_information.htm</p> <p>STATE YOUR ELIGIBILITY FOR THIS VACANCY IN SECTION 12 OF YOUR APPLICATION – YOUR APPLICATION MATERIAL MAY NOT BE CONSIDERED WITHOUT THIS INFORMATION.</p> <p>SROA/Surplus/Reemployment status applicants should attach proof of this status to the application.</p>
How to Apply	<p>A separate application is required for each of our vacancies. The HR Office will not make copies of applications. Applications with multiple vacancies will be considered only for the first vacancy listed on the application.</p> <p>Submit a standard State application form (resume may be attached) to: Human Resources Office California Housing Finance Agency P.O. Box 4034 Sacramento, CA 95812-4034 Applications are available at the State Personnel Board's web site at www.spb.ca.gov or by contacting CalHFA.</p> <p>SPECIFY ON YOUR APPLICATION THAT YOU ARE INTERESTED IN VACANCY #256, STAFF SERVICES MANAGER II OR STAFF SERVICES MANAGER I, IF THAT'S WHAT YOU'RE APPLYING FOR.</p>
<p>Duties</p> <p><i>Equal Opportunity to all regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age, or sexual orientation.</i></p> <p><i>It is the objective of the State of California to achieve a drug-free state workplace. Any applicant for State employment will be expected to behave in accordance with this objective because the use of illegal drugs is inconsistent with the law of the State, the rules governing civil service, and the special trust placed in public servants.</i></p>	<p>Under the general direction of the Director, Administration Division, this position plans, organizes, and manages the Human Resources Management Section, and advises management on the most complex and sensitive personnel issues. This position serves as the Agency's Personnel Officer.</p> <p><u>Essential Duties and Responsibilities:</u></p> <p>45% Oversees the activities and workload of the Section consistent with the Agency's policies and procedures and its strategic plan, goals and objectives. The primary functions managed include but are not limited to:</p> <ul style="list-style-type: none"> - Classification and Pay - Transactions and Payroll - Labor Relations - Recruitment - Examinations - Training and Staff Development - Workers' Compensation/Return to Work - Equal Employment Opportunity - Employee Discipline <p>45% Manages/supervises and is accountable for the staff and activities of the Section and all its areas of responsibility which include but are not</p>

	<p>limited to:</p> <ul style="list-style-type: none">- Interviewing qualified candidates for vacant positions and hiring the best qualified candidates for the work to be performed.- Supervising staff directly and through intermediate supervisors/leads including developing/maintaining current duty statements, establishing performance expectations, providing on-the-job training, evaluating performance, and conducting progressive discipline as appropriate.- Promoting team building and staff development through formal training and assignment.- Facilitating collaborative and cooperative working relationships and positive response to change.- Overseeing work activities and providing policy, technical and procedural direction to ensure accurate, effective and efficient customer service and work products.- Reviewing, providing feedback and approving draft and final work products including but not limited to, repots, correspondence, requests for proposals and contracts.
	<p>10% Participates in management activities and decisions, attends training, holds and participates in meeting, advises management on the most complex and sensitive personnel issues, and performs other duties as required.</p>

3/11/2009